

SAP Business Warehouse/Business Intelligence Reporting

BW/BI Report Context Menu

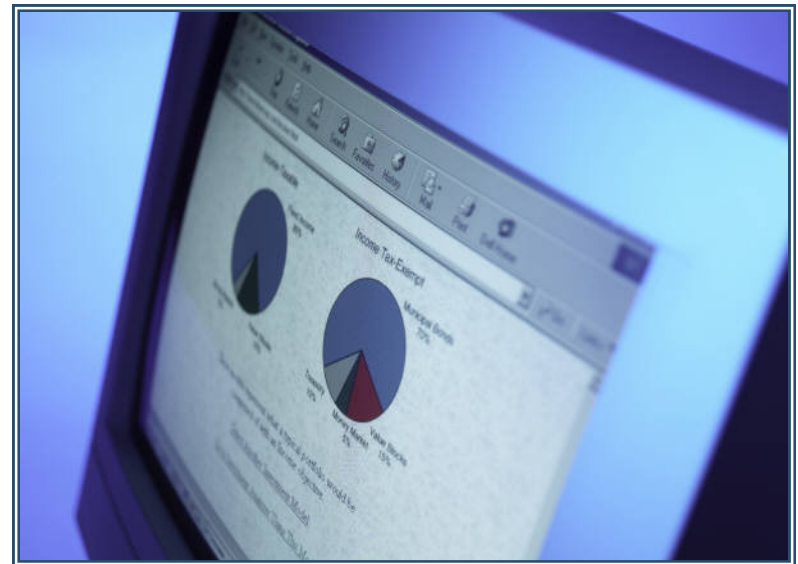
Washington State HRMS Business
Warehouse/Business Intelligence (BW/BI)
Self-Paced Learning Materials
General Topics - BW/BI End Users/Power Users

BW/BI Report Context Menu - Overview

The BW/BI Report Context Menu section provides an overview of context menu functions available for BW/BI Custom Reports.

Topics covered in this section include:

- BW/BI Report Context Menu
- Back
- Goto
- Filter
- Settings
- Change Drilldown
- Bookmark
- Properties
- Sort



BW/BI Report Context Menu

The BW/BI Report Context Menu provides the user with the ability to perform various analysis such as setting filters, restrictions, exceptions, sorting, etc. The context menu can be accessed by clicking on a report item such as a key figure or characteristic. Context menu options vary depending on the report item selected.

Position / Personnel Master Listing

Display As: Table | Information | Send | Print Version | Export to Excel | Comments

Columns

- Key Figures
- Rows
 - Job
 - Position
 - Organizational Unit
 - County
 - EE Group
 - Pay Scale Group
 - Pay Grade
- Free characteristics

Job (selected)

- Goto
- Filter
- Change Drilldown
- Broadcast and Export
- Save View
- Properties
- Documents
- Sort Job

Position

- Goto
- Filter
- Change Drilldown
- Broadcast and Export
- Save View
- Properties
- Documents
- Sort Job

Right click a report result item or column heading to view the context menu for that item. In this example, the column heading "Job" was selected.

Job	Position
50000000 PUBLIC PRINTER	71026322 PUBLIC PRINTER
Result	Result
5 50000000 MANAGER	71026542 EMS02 PLANT MANAGER
Result	Result
5 50000000 MANAGER	71029996 EMS02 BRD-PLANT MANAGER
Result	Result
5 50000000 MANAGER	71026351 EMS01 PRT BUSINESS MANAGER
Result	Result
5 50000000 AND PRODUCTION SERVICES MGR	71026532 EMS01 PRODUCTION SUPPORT
Result	Result
5 50000000 TECHNOLOGY MANAGER	71026323 EMS02 OPERATIONS MANAGER
Result	Result
5 50000000 ENTER MANAGER	71029995 EMS02 PRINT SERVICES MANAGER
Result	Result
5 50000000 PRT BINDERY MANAGER	71026605 EMS01 DATA CENTER/VARIABLE PRINT MANAGER
Result	Result
5 50000050 PRT BINDERY MANAGER	71026543 EMS01 BINDERY MANAGER
Result	Result

BW/BI Report Context Menu

The table below describes the Context Menu options in more detail. Context Menu options vary depending on the report item selected (for example, Hierarchies, Characteristics or Key Figures).

Back One Navigation Step	Choose Back to undo a navigational step in a report such as filtering on a specific value.
Back to Start	Choose Back to Start to undo all navigational steps in a report.
Keep Filter Value	Choose Keep Filter Value to see only the data for a characteristic value. The characteristic value itself is removed from the drilldown.
Select Filter Value	Choose Select Filter Value to filter report results according to a value that is selected from a list of values.
Change Drilldown/Remove Drilldown	Choose Remove Drilldown to remove a characteristic from the drilldown.
Sort Job	Choose Sort Job to sort structural component values in ascending or descending order.
Goto	Choose Goto to access sub reports from a main report.
Broadcast and Export/Bookmark	Choose Bookmark to save report settings once user defined settings have been applied.
Change Drilldown/Swap	Choose Swap With to swap a characteristic with another characteristic.
Swap Axes	Choose Swap Axes to swap the axes of the report results. This action will swap the Key Figures to display in rows and the Characteristics to display in columns.
*Broadcast and Export/CSV	Choose Export to CSV... to export the report to a Comma Separated Values file (.csv)
Properties	Choose Properties to change settings for a characteristic or key figure.
Filter/Variable Screen	Choose Variable Screen to display the report variables.

* Exporting topics are covered in a separate section

Back / Back to Start

The Back One Navigation Step / Back to Start context menu items allow the user to undo navigational steps (drilldowns, filters, etc.) that have been applied to report results.

The example below shows the report with the Gender column removed to show how to use the Back context menu item to return Gender to the report results.

To use the Back command and undo a navigational step:

1. From the report results, click any item in the report results to open the context menu.
2. Click Back One Navigation Step.

The image illustrates the process of using the 'Back' command to restore a removed column in a report. It consists of three screenshots:

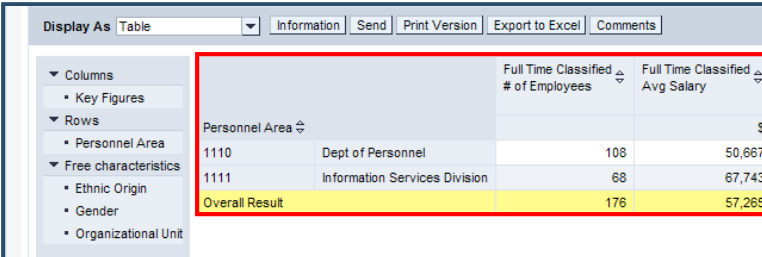
- Top Screenshot:** A report table with columns: Personnel Area, Dept of Personnel, Gender, Ethnic Origin, and Full Time Classified # of Employees. The 'Gender' column is highlighted with a red box.
- Middle Screenshot:** The context menu is open over the 'Gender' column. The 'Back One Navigation Step' option is highlighted with a red box.
- Bottom Screenshot:** The report after the 'Back' action. The 'Gender' column is restored. A 'Result' row is highlighted in yellow, showing a total of 83.

Result: The Gender column has been added back into the report results.

Back / Back to Start

In this example, the a report is displayed with several fields removed from the report results.

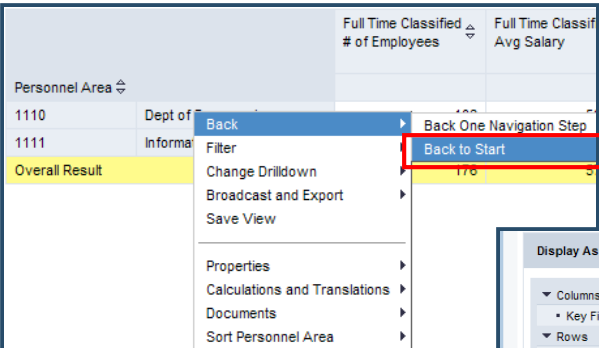
To undo several navigational steps and return the report to its original state:



Display As Table		Information	Send	Print Version	Export to Excel	Comments
Columns		Full Time Classified # of Employees		Full Time Classified Avg Salary		
Rows		Personnel Area				
1110	Dept of Personnel	108	50,667			
1111	Information Services Division	68	67,743			
Overall Result		176	57,265			

Report with fields removed

1. From the report results, click any item to open the context menu.

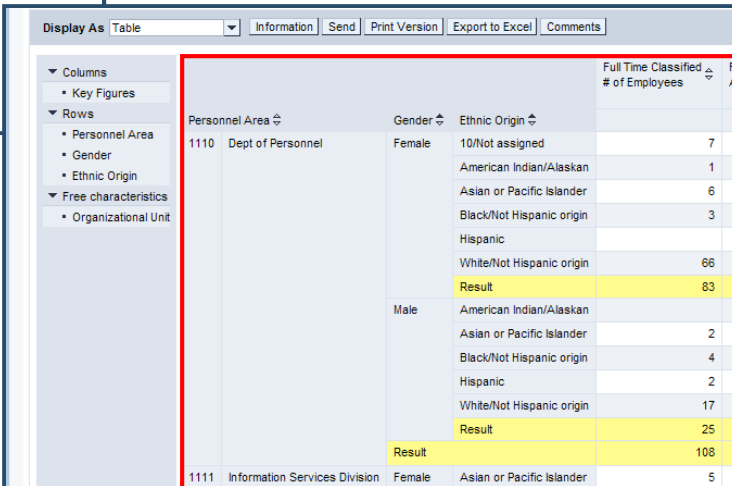


Personnel Area		Full Time Classified # of Employees	Full Time Classified Avg Salary
1110	Dept of Personnel	108	50,667
1111	Information Services Division	68	67,743
Overall Result		176	57,265

- Back
- Filter
- Change Drilldown
- Broadcast and Export
- Save View
- Properties
- Calculations and Translations
- Documents
- Sort Personnel Area

2. Click Back to Start.

Result: All navigational steps have been removed and the report is returned to its original state.



Display As Table		Information	Send	Print Version	Export to Excel	Comments
Columns		Full Time Classified # of Employees		Full Time Classified Avg Salary		
Rows		Personnel Area				
1110	Dept of Personnel	Female	10/Not assigned	7		
			American Indian/Alaskan	1		
			Asian or Pacific Islander	6		
			Black/Not Hispanic origin	3		
			Hispanic			
			White/Not Hispanic origin	66		
			Result	83		
		Male	American Indian/Alaskan			
			Asian or Pacific Islander	2		
			Black/Not Hispanic origin	4		
			Hispanic	2		
			White/Not Hispanic origin	17		
			Result	25		
1111	Information Services Division	Female	Asian or Pacific Islander	5		

Report restored to original state

Keep Filter Value

The Keep Filter Value context menu item allows the user to view report results for a specific value in the results.

The example below show how to use the Keep Filter Value option to filter a report to include only those records where Ethnic Origin is “Asian/PI”.

To use Keep Filter Value:

1. From the report results, right click the “Asian or Pacific Islander” value in the Ethnic Origin column to open the context menu.
2. Select Keep Filter Value.

Business area		Ethnic Origin		Gender	Total Employees
1790	Dept of Enterprise Services	10/#	10/Not assigned		9
		10/01	White/Not Hispanic o		
		10/02	Black/Not Hispanic o		
		10/03	Hispanic		
		10/04	Asian or Pacific Islander	Female	65
				Male	54
		10/05	American Indian/Alaskan	Female	10
				Male	13
Overall Result					1,028

Keep Filter Value

Result: Results will display Asian/PI Ethnic groups only.

Business area ▾		Ethnic Origin ▾		Gender ▾	Total Employees ▾
1790	Dept of Enterprise Services	10/#	10/Not assigned	Female	9
				Male	6
		10/01	White/Not Hispanic origin	Female	330
				Male	477
		10/02	Black/Not Hispanic origin	Female	11
				Male	16
		10/03	Hispanic	Female	17
				Male	20
		10/04	Asian or Pacific Islander	Female	65
				Male	54
		10/05	American Indian/Alaskan	Female	10
				Male	13
Overall Result					1,028

Results Before Filter

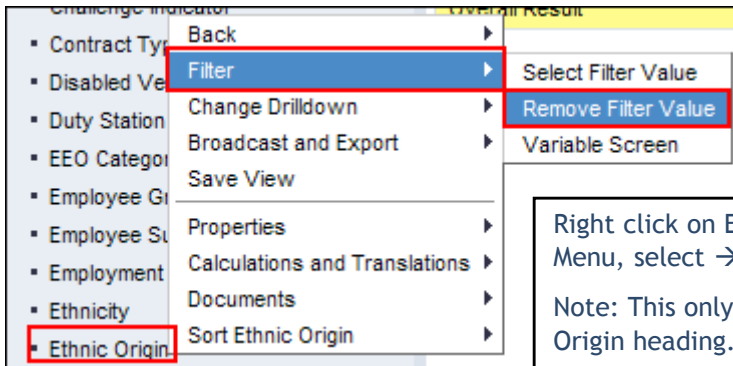
Business area ▾		Gender ▾	Total Employees ▾
1790	Dept of Enterprise Services	Female	65
		Male	54
Overall Result			119

Results After Filter: Display only Asian/PI counts

The Ethnic Origin column is removed from the report results. The numbers for Ethnic Origin are displayed.

Keep Filter Value

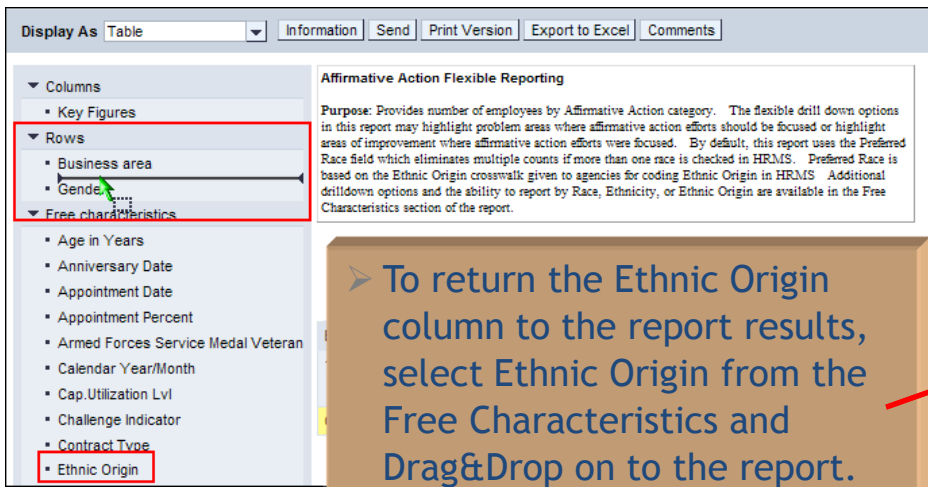
Adding Ethnic Origin back into the report results:



Right click on Ethnic Origin in Free Characteristics, from the Context Menu, select → Filter → Remove Filter Value

Note: This only adds the total numbers back to the report, not the Ethnic Origin heading.

Business area	Gender	Total Employees
1790 Dept of Enterprise Services	Female	442
	Male	586
Overall Result		1,028




Display As: Table | Information | Send | Print Version | Export to Excel | Comments

Affirmative Action Flexible Reporting

Purpose: Provides number of employees by Affirmative Action category. The flexible drill down options in this report may highlight problem areas where affirmative action efforts should be focused or highlight areas of improvement where affirmative action efforts were focused. By default, this report uses the Preferred Race field which eliminates multiple counts if more than one race is checked in HRMS. Preferred Race is based on the Ethnic Origin crosswalk given to agencies for coding Ethnic Origin in HRMS. Additional drilldown options and the ability to report by Race, Ethnicity, or Ethnic Origin are available in the Free Characteristics section of the report.

➤ To return the Ethnic Origin column to the report results, select Ethnic Origin from the Free Characteristics and Drag&Drop on to the report.

Business area	Ethnic Origin	Gender	Total Employees
1790 Dept of Enterprise Services	10/# 10/Not assigned	Female	9
		Male	6
	10/01 White/Not Hispanic origin	Female	330
		Male	477
	10/02 Black/Not Hispanic origin	Female	11
		Male	16
	10/03 Hispanic	Female	17
		Male	20
	10/04 Asian or Pacific Islander	Female	65
		Male	54
	10/05 American Indian/Alaskan	Female	10
		Male	13
Overall Result			1,028

 If necessary, you can click any column header and select Back to Start from the context menu to return the report to its original state.

Select Filter Value

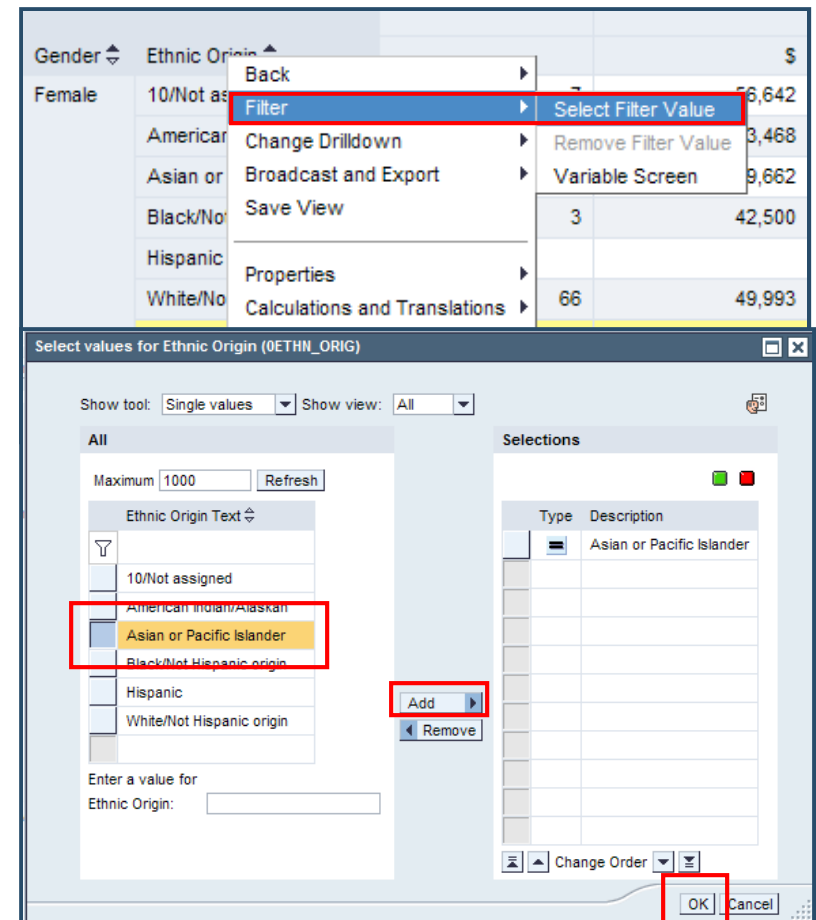
The Select Filter Value context menu item allows the user to select a filter from a list of filter options. The example below shows how to use Select Filter Value to filter for a specific Ethnic Origin

To use Select Filter Value:

1. From the report results, click the column header to filter by (this example uses Ethnic Origin).
2. Click Select Filter Value from the context menu.
3. From the Select Filter Value screen, Asian or Pacific Islander.
4. Click Add and OK.

Result: Results will display Ethnic Origins identified as Asian or Pacific Islander only and keep the header in the report results.

Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees	Full Time Classified Avg Salary
1110 Dept of Personnel	Female	Asian or Pacific Islander	6	49,662
		Result	6	49,662
	Male	Asian or Pacific Islander	2	32,970
		Result	2	32,970
		Result	8	45,489
1111 Information Services Division	Female	Asian or Pacific Islander	5	66,125
		Result	5	66,125
	Male	Asian or Pacific Islander	2	64,728
		Result	2	64,728
		Result	7	65,726
Overall Result			15	54,933



Remove Drilldown

The Remove Drilldown context menu item allows the user to remove a characteristic from the report results.

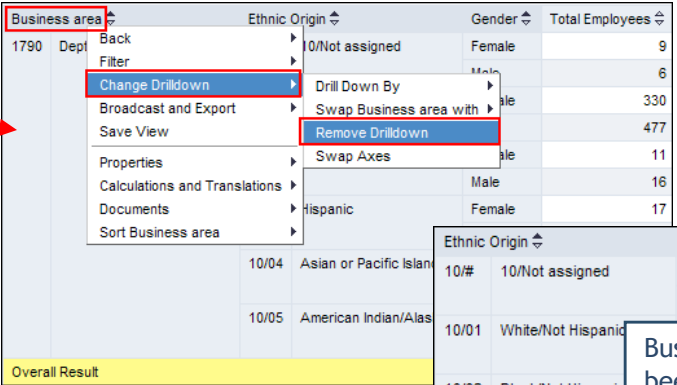
The example below shows how to remove the drilldown on Business Area.

To remove the drilldown:

1. From the report results, click the Business Area column to open the context menu.
2. Select Change Drilldown/Remove Drilldown.

To add it back: right click Business Area in the Free Characteristic and select Change Drilldown/Drilldown by: Horizontal (Columns) or Vertical (Rows).

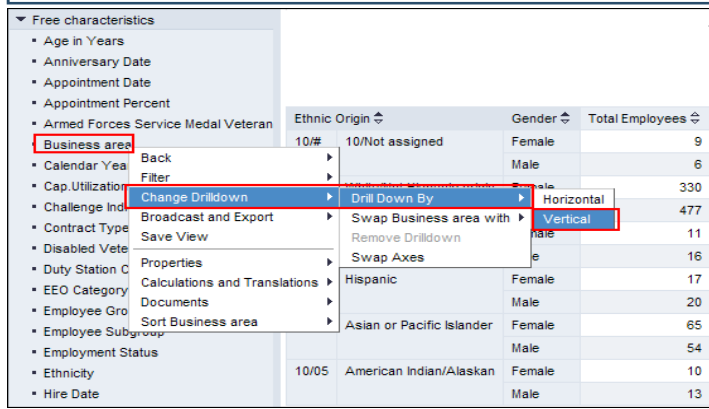
(Note: it will be placed at end of the section and you will need to manually change it if you want it in a different sequence).



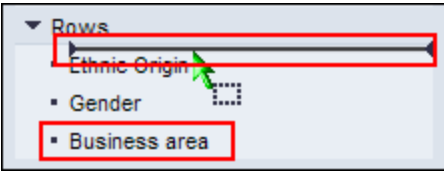
Business area	Ethnic Origin	Gender	Total Employees
1790	Dept	Female	9
	10/Not assigned	Male	6
		Female	330
		Male	477
		Female	11
		Male	16
	Hispanic	Female	17
	10/04 Asian or Pacific Island		
	10/05 American Indian/Alas		
Overall Result			

Ethnic Origin	Gender	Total Employees
10/# 10/Not assigned	Female	9
	Male	6
10/01 White/Not Hispanic		
10/02 Black/Not Hispanic		
	Male	16

Business Area has been removed



Ethnic Origin	Gender	Business area	Total Employees
10/# 10/Not assigned	Female	1790 Dept of Enterprise Services	9
	Male	1790 Dept of Enterprise Services	6
10/01 White/Not Hispanic origin	Female	1790 Dept of Enterprise Services	330
	Male	1790 Dept of Enterprise Services	477
10/02 Black/Not Hispanic origin	Female	1790 Dept of Enterprise Services	11
	Male	1790 Dept of Enterprise Services	16



Business area	Ethnic Origin	Gender	Total Employees
1790 Dept of Enterprise Services	10/# 10/Not assigned	Female	9
		Male	6
	10/01 White/Not Hispanic origin	Female	330
		Male	477
	10/02 Black/Not Hispanic origin	Female	11
		Male	16

Sort

The Sort context menu item allows the user to sort report items in ascending or descending order.

The example below shows how to sort by Ethnic Origin

To sort a Characteristic:

1. From the report results, click the Ethnic Origin column to open the context menu.
2. Select Sort Ethnic Origin → Descending by Text.

Context Menu Options:

- Filter
- Change Drilldown
- Broadcast and Export
- Save View
- Properties
- Calculations and Translations
- Documents
- Sort Ethnic Origin**
 - Ascending by Text
 - Descending by Text**
 - Ascending by Key (Internal)
 - Descending by Key (Internal)

Main Report Table:

Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees
1790 Dept of Enterprise Services	Female	White/Not Hispanic origin	66
		Hispanic	
		Black/Not Hispanic origin	3
		Asian or Pacific Islander	6
		American Indian/Alaskan	1
		10/Not assigned	7
	Male	Result	83
		White/Not Hispanic origin	17
		Hispanic	2
		Black/Not Hispanic origin	4
		Asian or Pacific Islander	2
		American Indian/Alaskan	

Result: The Ethnic Origin will be sorted in Descending Order by Text.

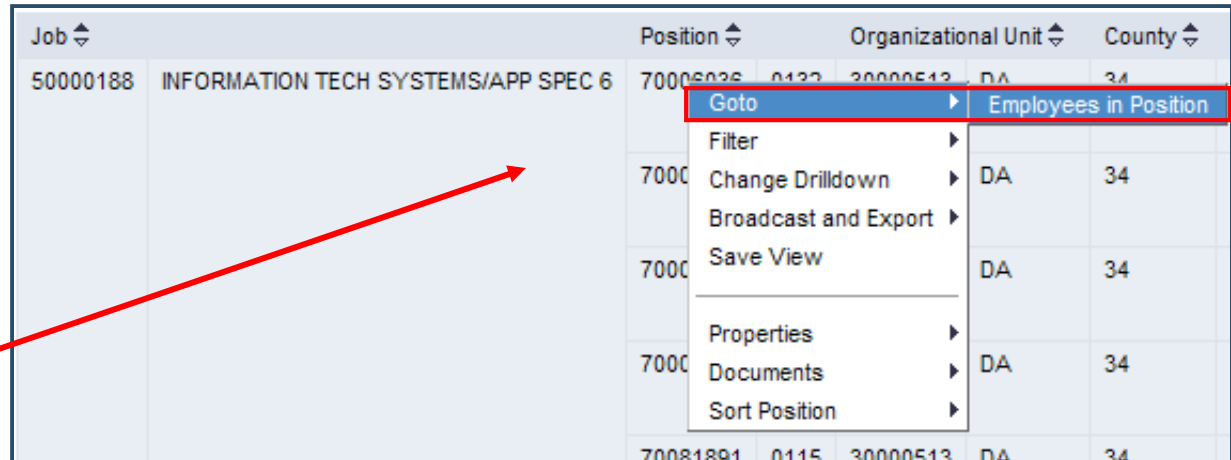
Goto

Some BW/BI Custom Reports contain sub reports that are accessible from the main report. The Goto Command allows the user to access sub reports from the context menu.

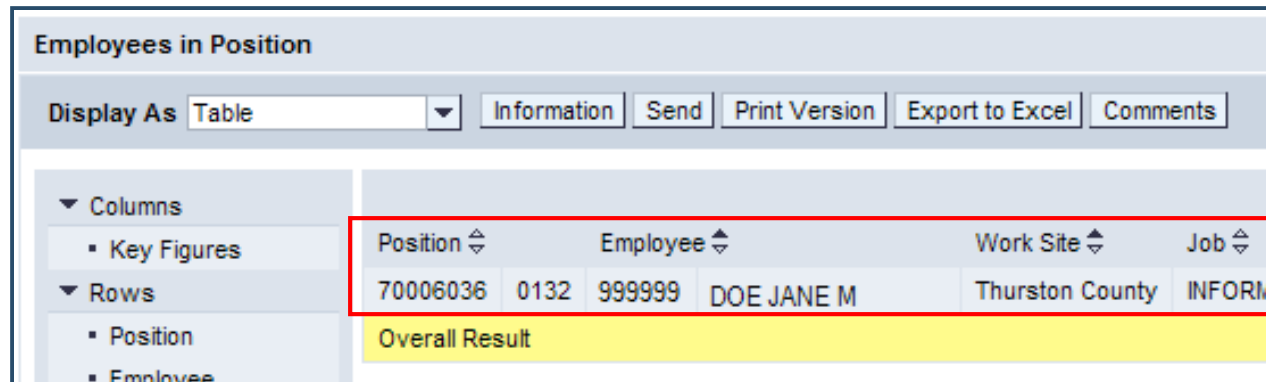
The example below uses the Position/Personnel Master Listing report to describe how to use the Goto command to run a sub report

To use the Goto command:

1. From the report results, click on a Position to open the context menu.
2. Click Goto → Employees in Position.



Job	Position	Organizational Unit	County
50000188	INFORMATION TECH SYSTEMS/APP SPEC 6	70006036 0132 30000513	DA 34
		Goto	Employees in Position
		Filter	
		Change Drilldown	DA 34
		Broadcast and Export	
		Save View	DA 34
		Properties	
		Documents	DA 34
		Sort Position	
			DA 34



Employees in Position					
Display As: Table					
Information Send Print Version Export to Excel Comments					
Columns					
Key Figures					
Rows					
Position					
Employee					
Position	Employee	Work Site	Job		
70006036	0132 999999	DOE JANE M	Thurston County	INFORM	
Overall Result					

Result: Display the employee for the selected position.

Goto

The table below contains a list of BW/BI Custom Reports that provide Goto sub reports.

Report Name	Goto Report
Employee History (see example on previous page) ZZPA_M03_Q431	<ul style="list-style-type: none"> ➤ Employee Education Record ➤ Employee History Part 2
Appointment Status Changes ZZPA_M03_Q494	<ul style="list-style-type: none"> ➤ Appointment Status Changes - Prior Month Status
Position - Personnel Master Listing ZZPAOS_C01_Q499	<ul style="list-style-type: none"> ➤ Employees in Position <p><i>Note: Employees in Position drills down to Employee Actions (see below)</i></p>
Employees In Position <i>Sub-Report</i> (Sub-Report of Position - Personnel Master Listing) ZZPA_M03_Q499C	<ul style="list-style-type: none"> ➤ Employee Actions
Employee Roster ZZPA_M03_Q231A	<ul style="list-style-type: none"> ➤ Gender/Ethnic_Origin/Disability/Military/Veteran by Employee ➤ Cost Distribution by Employee
Position Statistics Report ZZPAOS_M03_Q516	<ul style="list-style-type: none"> ➤ Position Statistics - Position Fill Count

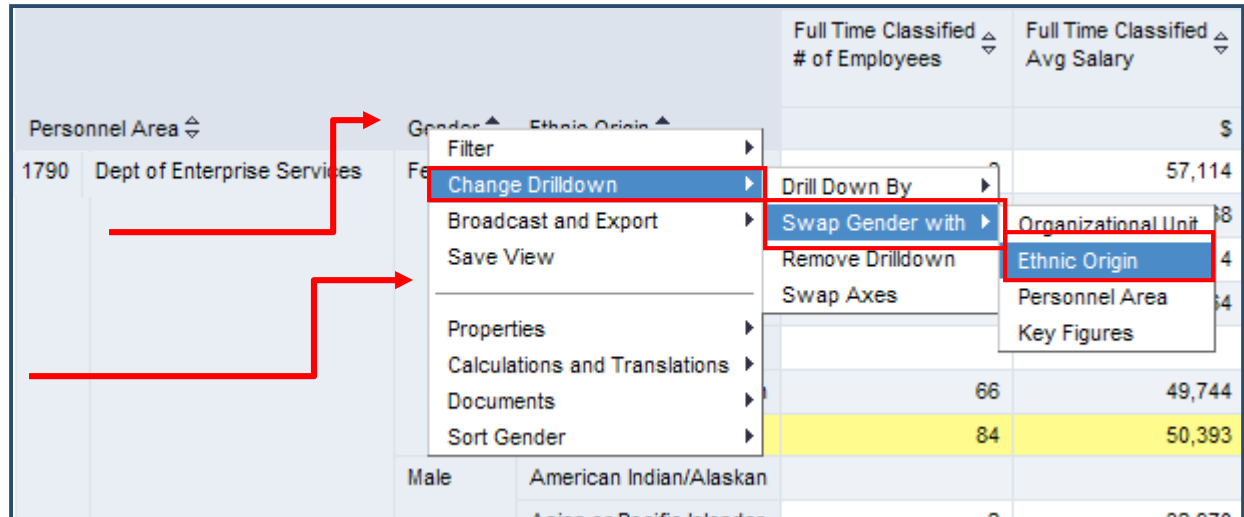
Swap Characteristics

The Swap Characteristics context menu item allows the user to swap the location of one characteristic with another.

The example below report shows how to swap the Gender column with the Ethnic Origin column.

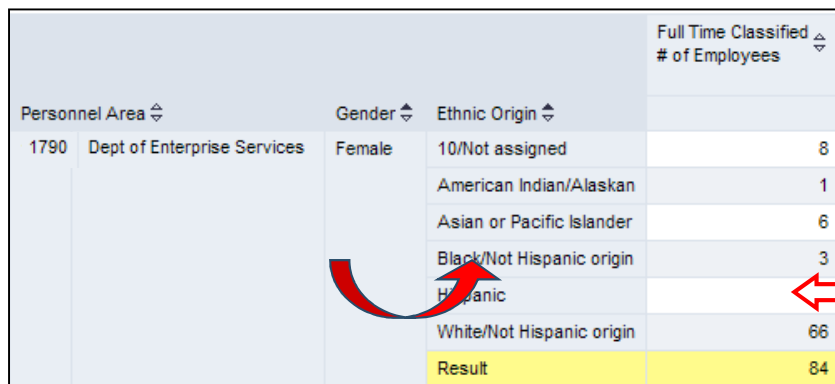
To Swap Characteristics:

1. From the report results, click the column header to be swapped to open the context menu.
2. Click Swap Gender with → Ethnic Origin.



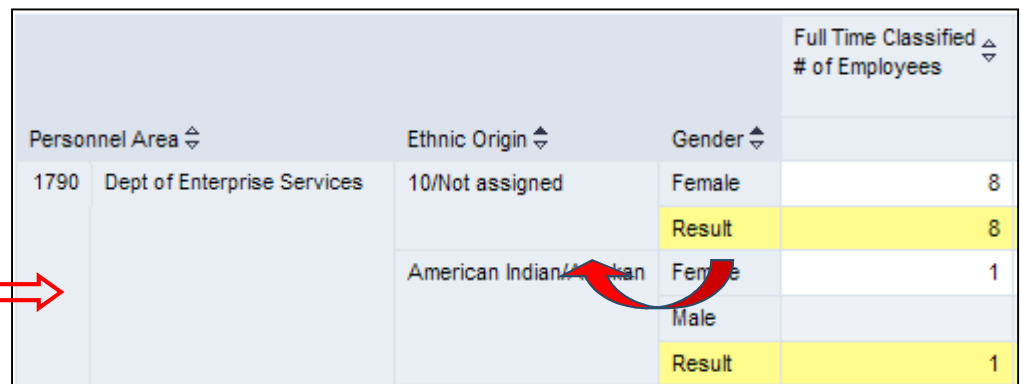
Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees	Full Time Classified Avg Salary
1790 Dept of Enterprise Services	Female	10/Not assigned	8	57,114
		American Indian/Alaskan	1	58,114
		Asian or Pacific Islander	6	48,114
		Black/Not Hispanic origin	3	48,114
		Hispanic	66	49,744
		White/Not Hispanic origin	84	50,393
	Male	American Indian/Alaskan		58,114
		Asian or Pacific Islander		48,114

Result: Swap the Gender and Ethnic Origin columns.



Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees
1790 Dept of Enterprise Services	Female	10/Not assigned	8
		American Indian/Alaskan	1
		Asian or Pacific Islander	6
		Black/Not Hispanic origin	3
		Hispanic	66
		White/Not Hispanic origin	66
		Result	84

Before Swap



Personnel Area	Ethnic Origin	Gender	Full Time Classified # of Employees
1790 Dept of Enterprise Services	10/Not assigned	Female	8
		Result	8
	American Indian/Alaskan	Female	1
		Male	
		Result	1

After Swap

Swap Axes

The Swap Axes context menu item allows the user to swap the columns and rows in the report results. For example, the user may want to view report characteristics in columns, rather than rows.

The example below shows how to swap report axes.

To swap report axes:

1. From the report results, right click any item to open the context menu.
2. Click Change Drilldown/Swap Axes.

Personnel Area	Full Time Classified # of Employees
1790 Dept	
Ethnic Origin	
10/Not assigned	8
Drill Down By	1
Swap Personnel Area with	6
Remove Drilldown	3
Swap Axes	
White/Not Hispanic origin	66
Result	84
American Indian/Alaskan	

Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees
1790 Dept of Enterprise Services	Female	10/Not assigned	8
		American Indian/Alaskan	1
		Asian or Pacific Islander	6
		Black/Not Hispanic origin	3
		Hispanic	
		White/Not Hispanic origin	66
		Result	84
	Male	American Indian/Alaskan	
		Asian or Pacific Islander	2

Personnel Area	1790
Dept of Enterprise Services	
Gender	Female
Ethnic Origin	10/Not assigned
American Indian/Alaskan	
Full Time Classified # of Employees	8
Full Time Classified Avg Salary	\$ 57,114
Full Time Exempt # of Employees	1
Full Time Exempt	\$ 61,032

Result: The rows and columns of the generated report results have been swapped.

Characteristic values in Rows

Characteristic values in Columns

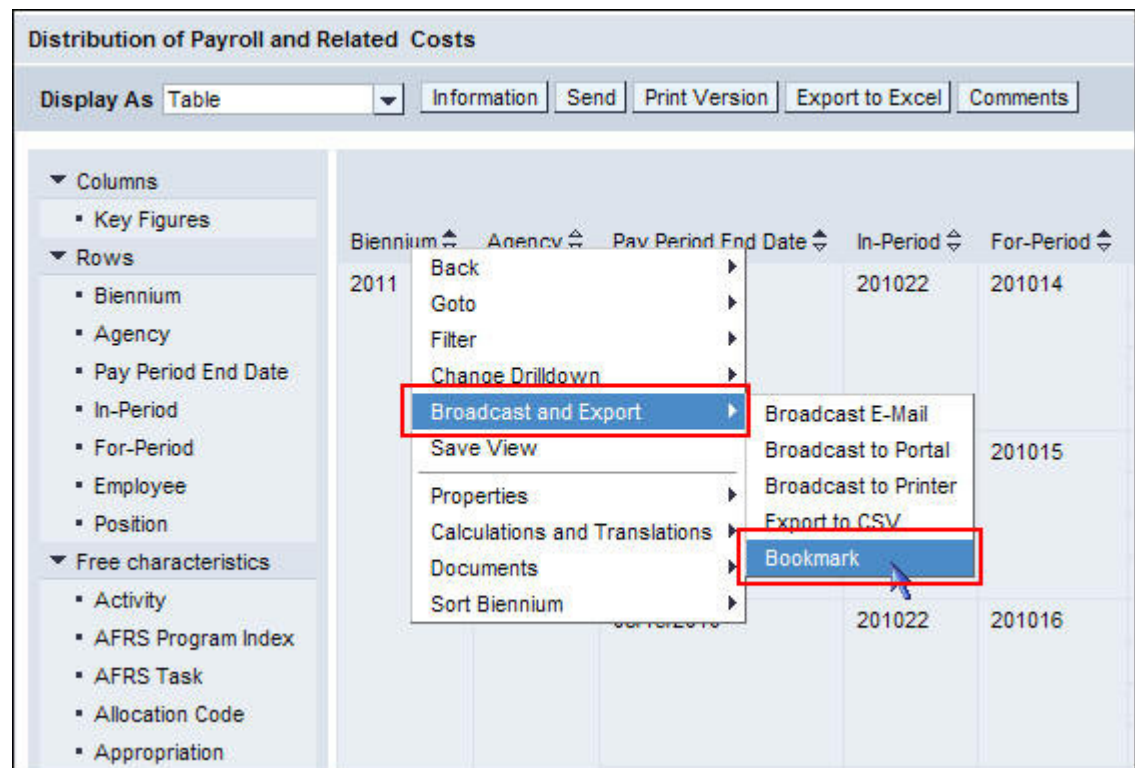
Bookmark

The Bookmark context menu item allows the user to save their report modifications once they have applied filters, sorted columns or defined any other report settings. A Bookmarked report will also retain the variable values used to run the report.

In the following example, the Distribution of Payroll and Related Costs report was run with user defined settings.

To create a Bookmark to save report settings for future use:

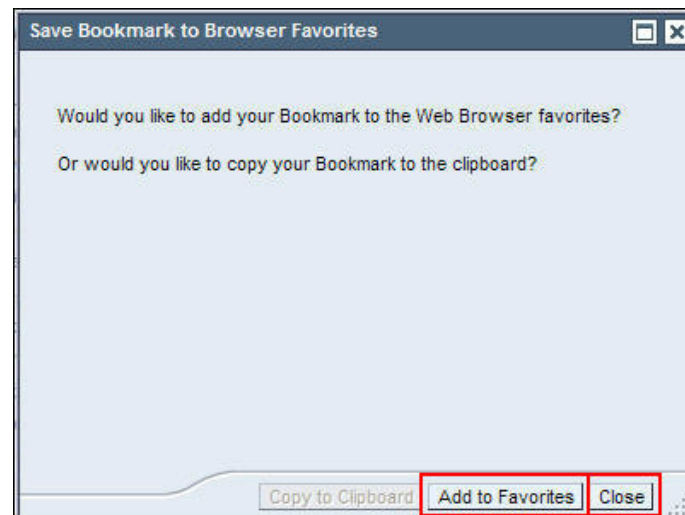
1. From the report results, click any item in the table to open the context menu.
2. Select Broadcast and Export → Bookmark:



Bookmark

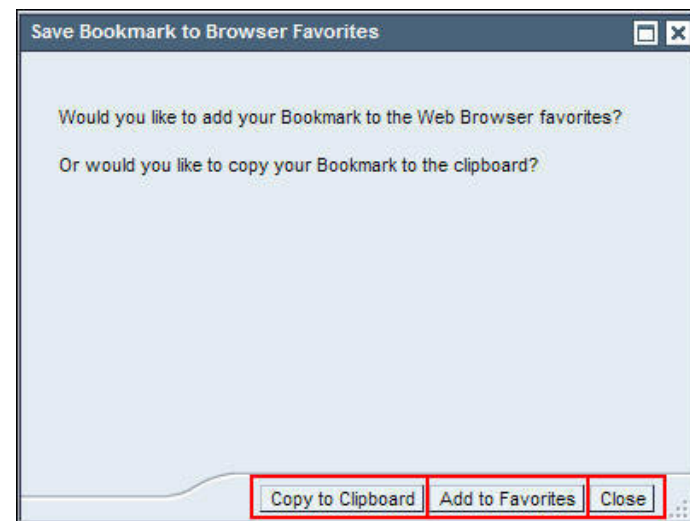
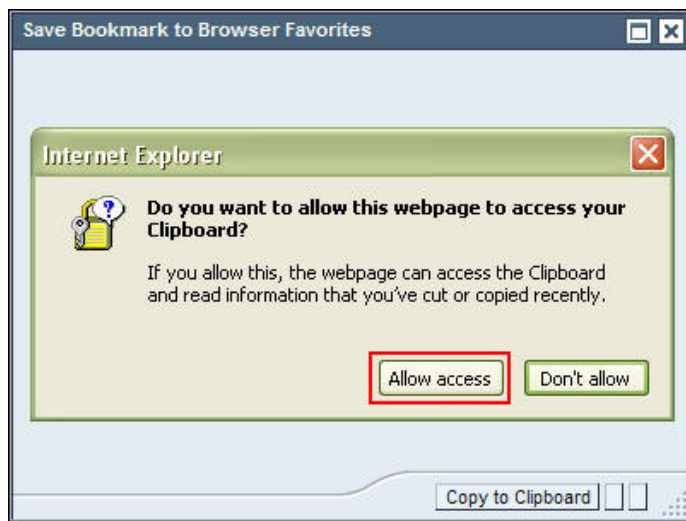
The “Save Bookmark to Browser Favorites” is displayed with a popup asking if you want to allow this webpage to access your Clipboard.

If you select “**Don’t allow**”, you get the “Save Bookmark to Browser Favorites” with the “Add to Favorites” option, but without the “Copy to Clipboard” option:



Bookmark

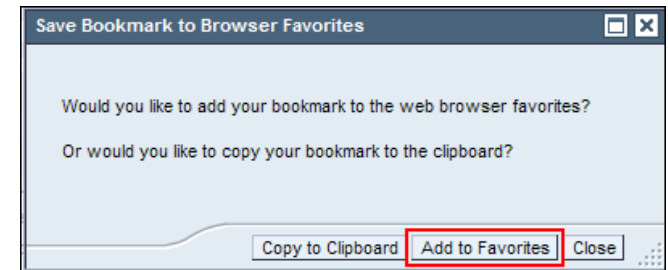
If you select “Allow access”, you get the “Save Bookmark to Browser Favorites” with the “Add to Favorites” option and the “Copy to Clipboard” option:



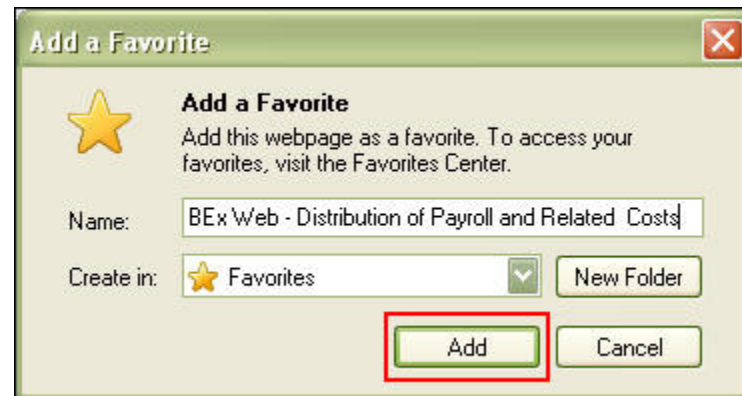
Bookmark

To add the Bookmark to your Browser Favorites:

1. Select “Allow access” or “Don’t allow”:
2. Select “Add to Favorites”:

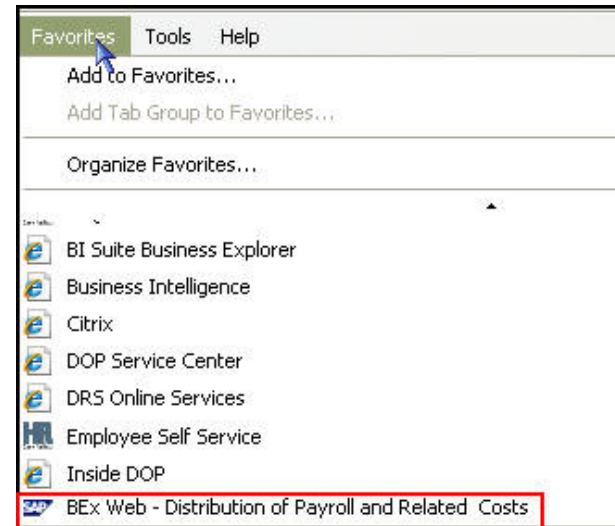


3. The “Add a Favorite” popup is displayed:
4. Click the “Add” button (you can change the name of the Favorite if needed):

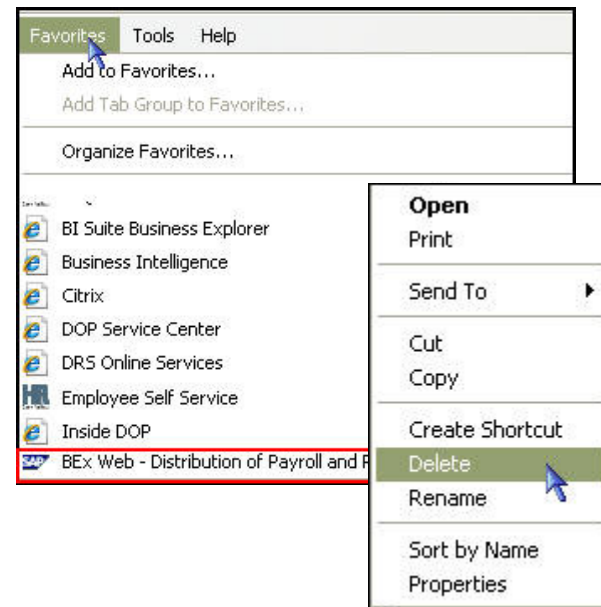


Bookmark

1. The Bookmark personalized report has now been added to your Browser Favorites:
2. To generate your Bookmark report, access your Favorites list → Select the Bookmark:



3. To delete the Bookmark, access your Favorites → Bookmark → Right Click → Delete



Bookmark

This option copy's a link for the Bookmarked report to your Clipboard.

1. Select “Allow access”:
2. Select “Copy to Clipboard”:
3. “Do you want to allow...popup is displayed again. Select “Allow access”:
4. The Bookmark link is now copied to your Clipboard and ready to paste into a document or email.

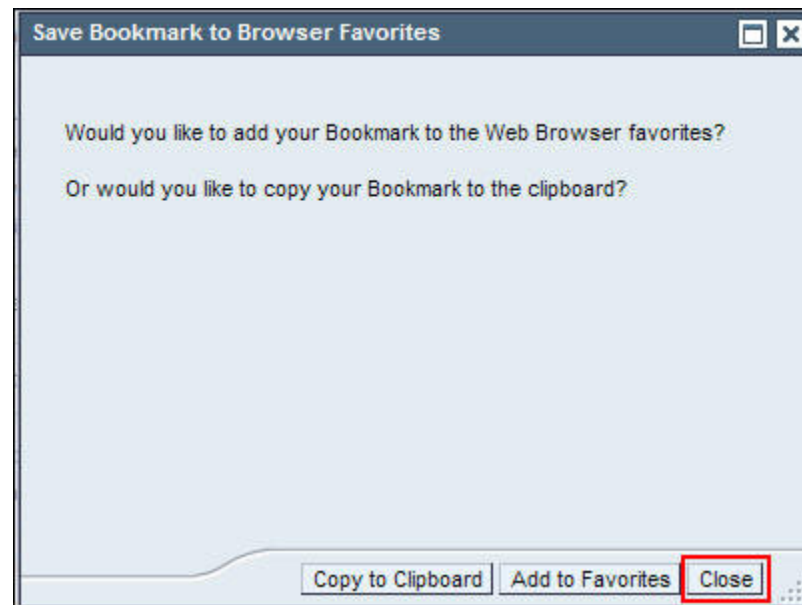


Bookmark

Bookmark Link:

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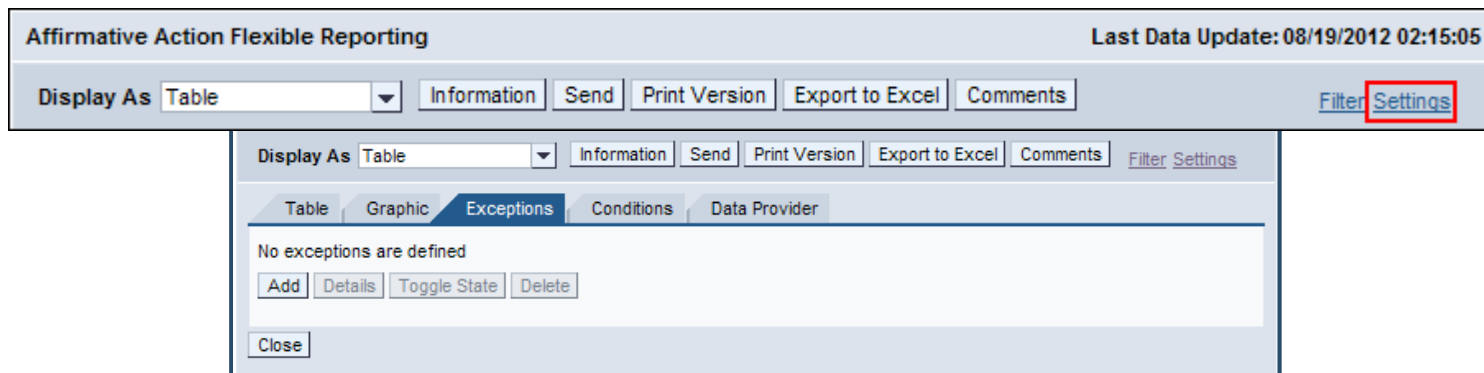
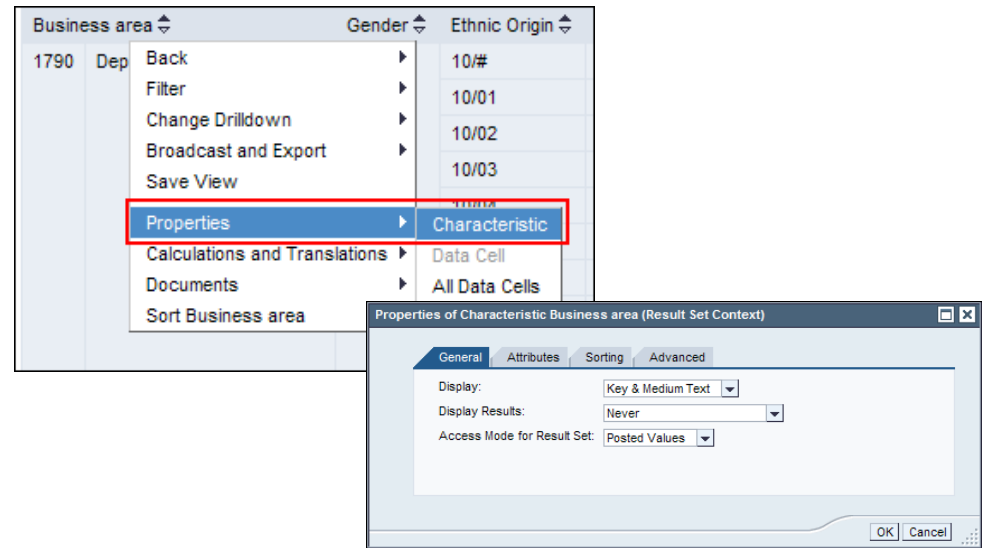
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Report Properties

Reports run from the HRMS Portal allow the user to set report properties in two ways:

1. Properties - Set properties such as Display and Sort for items such as Characteristics and Key Figures in the report results using the Context Menu.
2. Query Properties - Set query properties such as location of results rows and how to display zero values in the report results using the “Settings” button on the report results.



Properties

The Properties context menu item allows the user to change settings for report items such as Characteristics and Key Figures. For example, the user may want to display a Characteristic as Key and Text or sort a Key Figure value in Descending order. Property options vary depending on the report item selected.

Common Property settings include:

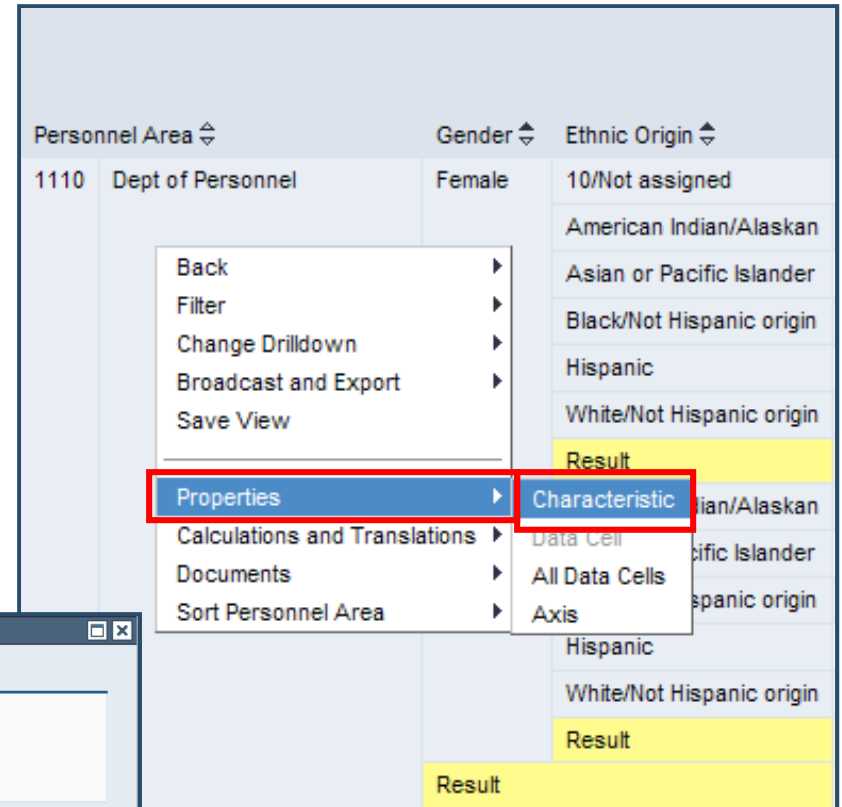
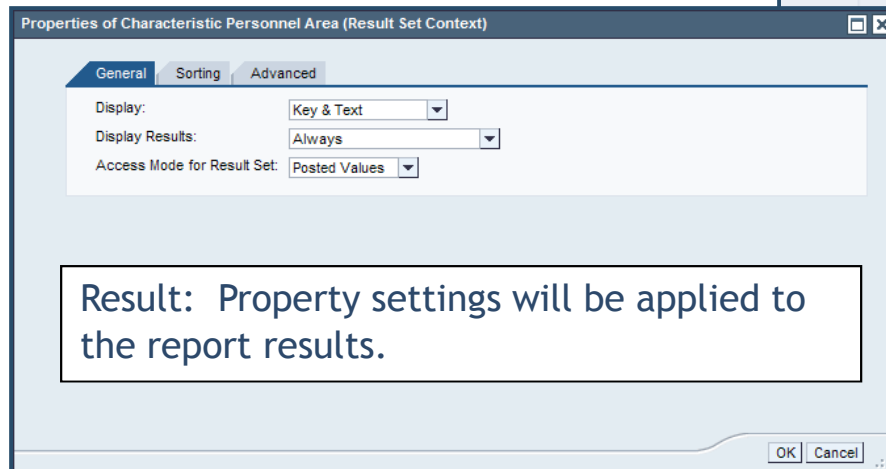
Display	Layout in which to present the characteristic. For example, display a Characteristic as Key and Text, Text Only or no Display.
Sort By	Sort Characteristic values. For example, sort by the Characteristic Key value or by the Characteristic Text value.
Sort Direction	Sort direction of Characteristics. For example, sort Characteristic value in Ascending or Descending order.
Suppress Results Rows	Determine whether the results rows of the Characteristic are suppressed. For example, always suppress the results rows, never suppress the results rows, or suppress results rows that have only one value.
Calculate Result as	The Key Figure's calculated result. For example, calculate results as a summation, as the maximum amount, as the minimum amount, as the average of all values or suppress the results altogether.
Calculate Direction	Format of the calculation. For example, calculate the results along the rows or calculate the results along the columns.
Calculate Single Value as	Calculation of single values. For example, count all values not equal to zero, average all values, calculate values as a ranked list, calculate the maximum value or calculate the minimum value.

Properties

The example below shows how to access the properties of Characteristics or Key Figures from the context menu.

To access Characteristic Properties:

1. From the report results, right click any characteristic to open the context menu.
2. Click Properties → Characteristic.
3. Change Property settings.
4. Click OK to assign the new property settings.



Query Settings

The Query Settings allows the user to change settings for a query within a report. For example, the user may want to display report results at the top of the report results table, rather than the bottom or display zero values as an empty cell.

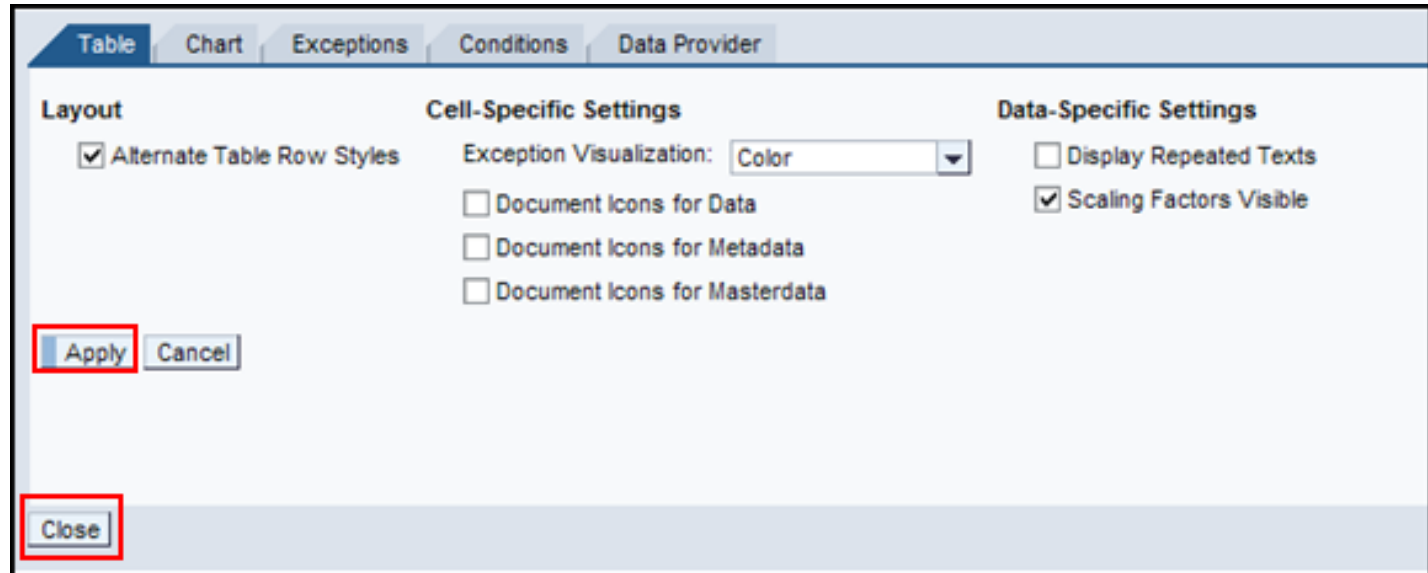
Common Query Settings include:

Display rows/columns hierarchically	Place characteristics that are split over several rows or columns in one row or column in a hierarchy by selecting “Display the columns [or rows] hierarchically...” and specify the node to expand the hierarchy to.
Results Position	Specify the location of the report results. For example, display results at the bottom/right of the report results or display results at the top/right.
Display of +/- Signs	Specify how negative numbers are displayed. For example, display negative values as: <ul style="list-style-type: none">➤ -5➤ 5-➤ (5)
Display of Zeros / Show Zeros as	Specify how zero values are displayed in the report results. For example, display zeros: <ul style="list-style-type: none">➤ <u>With Currency/Unit</u>: Zeroes are displayed with the currency/unit (for example, \$0.00). This is the default setting.➤ <u>Without Currency/Unit</u>: Zeroes are displayed without a currency or unit entry (for example, 0.00).➤ <u>As Empty Cells</u>: Cells containing a zero value remain empty.➤ <u>Display Zeroes As</u>: Use this setting in conjunction with the <i>Show Zeroes As</i> field to specify the character to use to display zeros (for example, an asterisk (*)). All cells containing zeros will be populated with an asterisk (*)).
Suppress / Effect on	<p>“Suppress” specifies whether columns or rows containing zeros are to be displayed. For example, suppress a column that results in zero. The following options are available for Suppress:</p> <ul style="list-style-type: none">➤ <u>No</u>: All Rows or columns with zeroes are displayed.➤ <u>Active</u>: Every row or column that has a result of zero is not displayed. For example, if the row or column contains the values 1, -1, 1, -1, the result is zero. The Active setting will suppress the entire row or column that results in zero.➤ <u>Active (all values = 0)</u>: Every row or column containing zero values in all cells will not be displayed. <p>“Effect on” defines whether suppression of zero values should be applied to rows and columns, only to rows or only to columns.</p>

Query Settings

The example below shows how to access the Query Settings.

1. From the report results, click the Settings button.
2. Query properties is displayed.
3. From the Local Settings of Query window, change the Query settings.
4. Click Apply.



Result: Query Settings will be applied to the report results.

Variables Entry

The Variables Entry context menu item allows the user to display the report selection criteria variables screen.

The example below shows how to open the Variables Entry screen.

To view the Variables Entry screen:

1. From the report results, click any item to open the context menu.
2. Click Filter/Variables Screen.

The screenshot shows a report results table with columns: Personnel Area, Gender, Ethnic Origin, and Full Time Classified # of Employees. A context menu is open over the table, with 'Filter' and 'Variable Screen' highlighted. Below the table is a 'General Variables' dialog box with the following content:

Variable	Current Selection	Description
* Calendar Month Prompt _ Single Value	08/2012	08/2012
* Emp Status (Mandatory)	3	Active
Business Area (Optional)		
Personnel Area - Select (Optional)	1790	1790 Dept of Enterprise Services

Buttons: OK, Check

Result: The Variables screen is displayed to allow the user to enter new or modify existing variables for the report.